



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAUNDRY SUPERVISOR II

Job Number: 20000532

Job Code: 14060V000101

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 11/16/1990

Job Revised: 02/24/2006

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and work in the laundry of a large institutional facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

Must have four years of commercial or institutional laundry experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops, implements and controls the activities, programs and daily operations of the laundry unit at the Kentucky Veterans

Center. Coordinates the collection and distribution of laundry, resident's clothing, uniforms and linens with all related units of the facility. Inspects the work of the staff to ensure the proper cleaning and finishing of all items handled by the unit. Supervises the mending, repair and replacement of uniforms, clothing and linens as outlined in the center's policies. Oversees the operation of commercial type laundry equipment and makes certain the appropriate amounts and types of cleaning agents are used. Maintains a complete inventory of all cleaning supplies, linen, uniforms and clothing. Creates and prepares the policies, procedures, rules and regulations governing the unit staff. Recruits, interviews and selects the employees. Trains and instructs staff in the performance of their duties. Demonstrates the correct usage of the equipment. Serves on the Infection Control Committee and guarantees all staff members adhere to the established standards for the safe and sanitary handling, storing, processing and transporting of soiled and contaminated laundry.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting. May run the risk of burns.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.